

## Instruction for Preparing Contributions for the ILRS Annual Report

In order to make the assembly of the ILRS Annual Report as easy as possible, all contributions must adhere to these instructions. Deviations from these instructions will only cause delays and may cause material to be printed in a manner other than that intended by the authors.

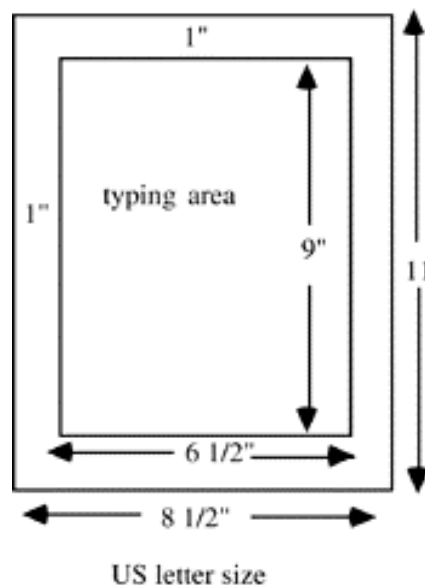
### 1. Application

The applications to be used for electronic transmission to the editor are listed below in the decreasing order of desirability:

- 1.1 Microsoft Word '97 or '98 PC (version '97) or Macintosh (version '98)
- 1.2 Microsoft Word 6 (document must be saved to MS Word version 6.0 for Windows or earlier, with all figures embedded)
- 1.3 Word Perfect 5 or 6, Word Perfect 5 or 6 RTF
- 1.4 Plain ASCII text

### 2. Page Setup

- 2.1 The page size should be US standard 8 1/2 inches by 11 inches.
- 2.2 Body text should be formatted in a single column, 6 1/2 inches wide.
- 2.3 Top and bottom margins should be 1 inch (see below).
- 2.4 Body text should be justified. Bullet text should be left justified /ragged right. Table text should be set left, right, or centered justified as required.



### **3. Text Format**

3.1 Body Text should be Times Roman 12 point.

3.2 Headings should be in Times Roman 12 point bold.

3.3 Titles should be limited to 45 characters.

### **4. Graphics**

To preserve graphics quality in the final printing phase, all contributions should be accompanied by separate, stand-alone graphics files (or figures) in native format (MacDraw, Canvas, etc.), or PICT, TIFF, EPS, PS (postscript), JPEG or BMP files.

### **5. Author Names**

All Authors names may be included. Do not include affiliations. Names and affiliations will be included in the ILRS Information Section.

### **6. Illustrations, Tables, and Footnotes**

6.1 Figure(s) may be embedded into the text document, but should also be submitted as self-standing, "native" art files in native format (MacDraw, Canvas, etc.), or PICT, TIFF, EPS, PS (postscript), JPEG or BMP files. These separate graphics files may be sent as a \*.zip file (\*.bin or \*.hqx for Macs) and labeled accordingly.

6.2 Placement of Illustrations and Tables

- a. Try to place figures and tables at the top of a page.
- b. If a figure or table is less than 6 1/2 in. (162 mm), center it within the 6 1/2 in. (162 mm) image area. Do not turn a figure or table to landscape unless it is wider than 6.5 in. (162 mm). If a figure or table must be turned, the top should be at the left margin, the caption should run along the right margin.
- c. Figure(s) must be legible after reduction (if necessary) to fit an image area no greater than 6 1/2 by 9 inches.
- d. Figure captions must be in 12 point Roman, single spaced, and clearly tie the figure to the title or content of the text.

### **7. References**

References should appear at the end of each section.

## 8. Submission

Completed contributions must be submitted (uploaded) to an FTP server at the following web address:

<ftp://cddisa.gsfc.nasa.gov/incoming/ilrs.ar>

## 9. Filenames

The name of files uploaded to the ftp site should be in the form:

*Lastname\_section\_doctype\_version#.filetype*

where:

- *Lastname* is the main author's name
- *section* is the section number in the table of contents
- *doctype* indicates the kind of document (e.g., *paper* for the main submission document, *fig1* for Figure 1 in the paper, *tab1* for Table 1, etc.)
- *version#* would be 1 for the initial submission, incremented for later versions
- *filetype* would be the type of file (e.g., *doc* for Word, *xcl* for Excel, *ai* for Adobe Illustrator, *wp5* for Word Perfect V5, *zip* for compressed file, *gif* for GIF-formatted graphics file, etc.)

For example:

Kirchner\_4\_paper\_1.doc

would be Georg Kirchner's initial submission of the EUROLAS Network paper in Word for Section 4; and

Glotov\_7\_tab2\_2.xcl

would be Vladimir Glotov's second submission of table 2 for the Mission Control Center contribution in Excel for Section 7.

Contributions must be submitted by Monday, February 14, 2000.

Any questions regarding submission of contributions for the ILRS Annual Report should be directed to: Mike Pearlman, Secretary ILRS Central Bureau, at:

[mpearlman@cfa.harvard.edu](mailto:mpearlman@cfa.harvard.edu)

*Last updated: 10 January 2000*